

**City of Norfolk  
Site Plan Review  
Application**

**Application Date:** \_\_\_\_\_

**APPLICANT**

**Authorized Agent:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **FAX Number:** \_\_\_\_\_

**Developer's Name:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

**PROJECT NAME & LOCATION**

**Project Name (if established):** \_\_\_\_\_

**Description of project:** \_\_\_\_\_

**Exact Address (if established):** \_\_\_\_\_

**Approximate location:** \_\_\_\_\_

**Proposed use or number of dwelling units:** \_\_\_\_\_

**Site Zoning District:** \_\_\_\_\_ **CBPA:** \_\_\_\_\_ **yes** \_\_\_\_\_ **no**

**APPLICANT'S SIGNATURE:** \_\_\_\_\_

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**For Office Use**

**Application received (date & time):** \_\_\_\_\_

**15 copies of Site plan** \_\_\_\_\_ **Landscape plan** \_\_\_\_\_

**Fee received (\$200.00)** \_\_\_\_\_

**HTE file number:** \_\_\_\_\_

**SITE PLAN SUBMITTAL AND CONTENT REQUIREMENTS**  
**Norfolk City Code Appendix A**  
**Chapter 26 Sections 3 and 4**

**26-3 Site plan submittal requirements.**

- (a) Fifteen (15) copies of a site plan shall be submitted. This shall apply to all resubmittals of revised plans.
- (b) All site plans shall be folded. No rolled drawings will be accepted.
- (c) All site plans shall be prepared, stamped and endorsed by a registered engineer, surveyor or other person duly licensed by the Commonwealth of Virginia to practice as such.
- (d) For multiple lots, within the same geographical area or subdivision, all plans submitted for individual lots shall be drawn to the same scale. If practical, all lots may be shown on the same drawing.
- (e) Faxes are not acceptable for addendum and/or revisions to plans submitted.

(Ord. No. 39,339, § 1, 10-20-98)

**26-4 Site plan content.**

Every site plan shall contain the following information:

- (a) The proposed title of the project and the names of the engineer, architect, landscape architect or surveyor and the name of the developer;
- (b) A signature panel for department of city planning and codes administration approval.
- (c) The north point, scale, date and vicinity map.
- (d) Existing zoning and zoning district boundaries on the property to be developed and on immediately adjacent properties.
- (e) The boundaries of the property involved, all existing property lines, setback lines, existing streets, buildings, water courses, water ways or lakes, wetlands, coastal primary sand dunes or beaches, and other existing physical features in or adjoining the project. The bureau of environmental services shall be consulted as to the determination of such features as wetlands, coastal primary sand dunes and beaches.

- (f) Topographic survey, showing the elevation of streets, alleys, buildings, structures, water courses and their names. The topography shall be shown by adequate spot elevations. The finished grade for the entire site shall be shown and the proposed first floor elevation of all buildings (except for garages and storage areas which shall be located at or above the one-hundred-year flood elevation) shall be at or above the elevation of (1) the flood water of record; or (2) the intermediate flood level as determined by the U.S. Army Corps of Engineers; or (3) the flood level as determined by the department of public works, whichever is greater. All elevations shall be certified and referenced to city datum 99.0 mean low water. All horizontal dimensions shown on the site development plan shall be in feet and decimals of a foot, all bearings in degrees, minutes and seconds. Additionally, on all site plans the following information must be provided:
- (1) The elevation of the curb (if existing or proposed) in front of each lot shall be indicated.
  - (2) Elevations of the top of bank and toe of slope, slope ratio of fill, and limits of fill, including access, shall be indicated.

The following statement shall appear on the site plan:

The lowest finished floor elevation shown is at or above the one-hundred-year floodplain as adopted by the City of Norfolk. (Exception: Nonresidential structures together with attendant utility and sanitary facilities may be flood-proofed in accordance with the Virginia Uniform Statewide Building Code and all other applicable codes and ordinances in lieu of elevating the lowest floor as stated above.)

- (g) The location and size of sanitary and storm sewers, water, gas, telephone, electric and other utility lines, culverts and other underground structures in or affecting the project, including existing and proposed facilities and easements for these facilities. In the case of city-owned utilities, such information shall be provided to the applicant by the department of public works and/or department of utilities.
- (h) The location, dimensions and character of construction of proposed streets, alleys, loading areas (including numbers of parking and loading spaces), outdoor lighting systems, storm drainage and sanitary facilities, sidewalks, curbs and gutters and all curb cuts. Where necessary to meet the purposes and intent of this chapter, such information shall be provided for the site itself and for an area within 50 feet of any property line of the site; except, that additional area may be required to be shown to indicate connections or proposed connections to major utilities.

- (i) The location of all proposed buildings and structures, accessory and main, showing the number of stories and height, dwelling type, major excavations and the total square footage of the floor area by proposed use.
- (j) The location, height, type and material of all fences and walls.
- (k) The proposed location and character of residential, commercial, industrial, and other nonresidential uses.
- (l) The location, character, size, height and orientation of proposed signs, as proposed to be erected in accordance with Article III, Chapter 16 of this ordinance and elevations of buildings showing signs to be placed on exterior walls. Signs which are approved in accordance with this chapter shall be considered a part of the approved site plan. Thereafter, signs shall not be erected, painted, constructed, structurally altered, hung, rehung or replaced except in conformity with the approved site plan. Any changes in signs from the approved site plan or any additions to the number of signs as shown on the site plan shall be allowed only after amendment of the site plan by the department of city planning and codes administration.
- (m) An erosion and sediment control plan in conformance with Chapter 15 of the Code of the City of Norfolk.
- (n) The location and screening of dumpsters or other outdoor trash receptacles.
- (o) The location and dimensions of proposed recreation areas, open spaces and other required amenities and improvements.
- (p) A tabulation of the total number of acres in the project and the percentage and acreage thereof proposed to be allocated to off-street parking, open space, parks, and other reservations.
- (q) A tabulation of the total number of dwelling units in the project and the overall project density in dwelling units per gross acre (for residential projects).
- (r) The proposed and required off-street parking and loading areas, including parking and access for the handicapped, as specified in the Virginia Uniform Statewide Building Code, as amended.

The zoning administrator may waive some of the above listed requirements if he determines it to be unnecessary due to the scope and nature of the proposed development.